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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report of Records Holdings for 1988

DD/A Registry
89-2240X

STAT **FROM:**

Information Management Officer, DA
STAT 1236 Ames Bldg

EXTENSION | NO.

DATE 08 December 1989

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Executive Assistant, ODDA 6E08 OHB				
2.				
3. C/IMD/NSG/OIT				
STAT				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				REM- 1-AR

FORM 1-79 610 USE PREVIOUS EDITIONS

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CONFIDENTIAL

08 December 1989

MEMORANDUM FOR: Chief, Information Management Division, NSG/OIT

INFORMATION: Executive Assistant, O/DDA

25X1 FROM: [redacted]
Information Management Officer, DA

SUBJECT: Annual Report of Records Holdings for 1988

1. Attached are the 1988 records holdings for the offices within the Directorate of Administration. While the statistical data reported reflects a substantial growth in office records, the validity of the data is clearly questionable. For many of the Office Information Management Officer's (IMO), this inventory was their first, while others were caught up in organizational changes and/or the transfer of functional responsibilities which may have contributed to some abberations in the statistics reported.

2. Needless to say, some of the Directorate's offices are very large and fragmented to the extent it requires several weeks for some of the IMOs to even complete the inventory. At best most IMOs conduct the inventory in piece-meal fashion in order to handle daily operations or more pressing requirements as tasked.

3. I believe the periodic inventory of records holdings is a valuable records management tool which affords records managers the information required to spot problem areas and trends, however, I believe a bi-annual inventory would fulfill this requirement.

CONFIDENTIAL

25X1 [redacted] STAT

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4. The Directorate 1988 records holdings compared to 1987 are as follows:

Total 1988 - 75,591.28 linear feet
Total 1987 - 70,396.00 linear feet
Increase: - 5,195.28 linear feet

(Approximately 50% of this increase is attributed to reference material)

25X1

5. If you have any questions, please call me on [redacted]

25X1

[redacted]

Attachments:
Office Inventory - O/DDA
- OC
- OTE
- OFM
- OIT
- OL
- OMS
- OP
- OS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 89

TO: OIS/IRMD

FROM: *(Directorate and Office)* O/DDA/IMO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	422	507	+85
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	37	105	+68
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	2	2	0
d.	Other *(Describe)* Metals for distribution	4	4	-0
	TOTAL LINEAR FEET OF OFFICE FILES	465	614	+73
II.	CARD-SIZE FILES:			
a.	3x5 Cards	11	20	+09
b.	5x8 Cards	4	0	-04
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche		50	
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	15	70	+05

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	14		0
c.	Video Tapes	3	35	+32
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	98	98	0
h.	Magnetic Diskettes 8"	58	66	+8
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	41	41	0
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

STAT Signat [redacted] Date: 17 March 1989

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 88

TO: OIS/IRMD

FROM: (Directorate and Office) DDA/OC

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2067.2	2391.5	+ 324.3
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1360	1420	+ 60.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	53.2	22	- 31.2
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	3480.4	3833.5	+353.1
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards	4.1	5.03	+ .93
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	7.9	7.9	0
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	12.0	12.93	+ .93

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	25	43	+ 18
b.	Audio Tapes	210	442	+ 232
c.	Video Tapes	730	1135	+ 405
d.	Disc Packs	203	210	+ 7
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	1501	1105	- 396
h.	Magnetic Diskettes 8"	3012	815	-2197
i.	Paper Tapes	75	0	- 75
j.	Other *(Describe)* Compact Disks (audio)		71	+ 71
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	6	1	- 5
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes	350		-350
d.	Movie Film	4		- 4
e.	Other *(Describe)* carousels of Slides (35mm)	65	44	- 21

Comments:

STAT Signature of Component RMO: [redacted] Date: Sept 89

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 88

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OTE

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2,695.0	2,571.0	- 124.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	8,163.0	8,613.0	+ 450.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	205.3	230.0	+ 24.7
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		11,063.3	11,414.0	+ 350.7
II.	CARD-SIZE FILES:			
a.	3x5 Cards	120.0	115.0	- 5.0
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	28.0	28.0	-
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		148.0	143.0	- 5.0

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	46	30	- 16
b.	Audio Tapes	12,280	64,464	+ 52,184
c.	Video Tapes	3,050	17,422	+ 14,372
d.	Disc Packs	18	24	+ 6
e.	Word Processing Magnetic Tapes	4,410	4,100	- 310
f.	Word Processing Magnetic Cards	126	-	- 126
g.	Magnetic Diskettes 5¼"	1,960	2,140	+ 180
h.	Magnetic Diskettes 8"	3,194	2,883	- 311
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	119	134	+ 15
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	6	4	- 2
e.	Other *(Describe)*			

Comments:

The dramatic increase in audio and video tapes is there use by the learning centers and the language training school.

STAT Signature of Component RMO: [redacted]

Date: 5 May 1989

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 88

TO: ~~ONSXRMXD~~ OIT/IMD

FROM: *(Directorate and Office)* OFM/IMO

	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:			
a. Case, Subject, Chronos, Etc.	2,836	2,197	-639
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	830.9	1,143	+312.1
c. Odd-Size Material: Maps, Charts, Photographs, Etc. VUGRAPHS, NEGATIVES	.3	3	+ 2.7
d. Other *(Describe)* Computer Runs		51	+ 51
TOTAL LINEAR FEET OF OFFICE FILES	3667.2	3394	-273.2
II. CARD-SIZE FILES:			
a. 3x5 Cards	33	17	- 16
b. 5x8 Cards	4.5	15	+ 10.5
c. Punch Cards	5.5	0	- 5.5
d. Abstracts	0	0	0
e. Aperture Cards	0	0	0
f. Microfiche	57.8	38	- 19.8
g. Other *(Describe)* T & A's /3½ x 9" GTR Cards	180	7	-173
TOTAL LINEAR FEET—CARD-SIZE FILES	280.8	77	-203.8

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:			
a. Computer Tapes	62	84	+ 22
b. Audio Tapes	0	0	0
c. Video Tapes	13	12	- 1
d. Disc Packs	13	130	+117
e. Word Processing Magnetic Tapes	0	0	0
f. Word Processing Magnetic Cards	0	0	0
g. Magnetic Diskettes 5¼" 2,725 each @10=1"	81	272.5"	+191.5
h. Magnetic Diskettes 8" 1,710 each @10=1"	93.4	171"	+ 77.6
i. Paper Tapes	0	0	
j. Other *(Describe)* 3½ micro diskettes - 22 each	0	2.2	+ 2.2
IV. FILM RECORDS:			
a. Microfilm—16mm Reels 4066 each 16mm reel	6074	4066	-2008
b. Microfilm—35mm Reels			0
c. Microfilm Cassettes 6¼x7¼ "Dream System"		141	+ 141
d. Movie Film			0
e. Other *(Describe)*			0

Comments:

Due to Compensation Division transferring to the Office of Personnel, OP/CD record holdings are not included in this inventory.

Signature of Component RMO: STAT

Date: 3/20/89

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 89

TO: ~~XXXXXXXX~~ OIT/NSG/IMD

FROM: *(Directorate and Office)* OIT/IMO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3399.7	2983.7	-416
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5386.1	4925.1	-461
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	178	178	--
d.	Other *(Describe)* ****	10	0	- 10
	TOTAL LINEAR FEET OF OFFICE FILES	8973.8	8086.8	-887
II.	CARD-SIZE FILES:			
a.	3x5 Cards	16.8	16.8	--
b.	5x8 Cards	25.1	25.1	--
c.	Punch Cards	42	0	- 42
d.	Abstracts	10	10	--
e.	Aperture Cards	--	--	--
f.	Microfiche	187.3	187.1	- .2
g.	Other *(Describe)*	--	--	--
	TOTAL LINEAR FEET—CARD-SIZE FILES	281.2	239	- 42.2

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	71348	25000	-46348
b.	Audio Tapes	70	70	--
c.	Video Tapes	82	44	- 38
d.	Disc Packs	1151	1116	- 35
e.	Word Processing Magnetic Tapes	--	--	--
f.	Word Processing Magnetic Cards	--	--	--
g.	Magnetic Diskettes 5¼"	4761	4587	- 174
h.	Magnetic Diskettes 8"	1799	1781	- 18
i.	Paper Tapes	70	70	--
j.	Other *(Describe)* TAPE CASSETTES	23309	65000	+41691
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	2	2	--
b.	Microfilm—35mm Reels	2	2	--
c.	Microfilm Cassettes	--	--	--
d.	Movie Film	--	--	--
e.	Other *(Describe)* ****	46	0	- 46

Comments:

**** Records listed as "other" but not described on 1988 report.

STAT

Signature of Component [redacted]

Date: 27 July 1989

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 89

TO: [redacted] OIT/IMD
VIA: DA/IRO

FROM: *(Directorate and Office)* DA/OL

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3,349	3,234	115
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,356	1,178	178
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	542	507	35
d.	Other *(Describe)*	16	20	4
	TOTAL LINEAR FEET OF OFFICE FILES	5,263	4,939	− 324
II.	CARD-SIZE FILES:			
a.	3x5 Cards	22.5	20	2.5
b.	5x8 Cards	175.5	160	15.5
c.	Punch Cards	----	---	---
d.	Abstracts	----	---	---
e.	Aperture Cards	----	---	---
f.	Microfiche	90	98	8
g.	Other *(Describe)*	----	---	---
	TOTAL LINEAR FEET—CARD-SIZE FILES	242.5	278	+ 35.5

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	440	510	70
b.	Audio Tapes	44	60	16
c.	Video Tapes	458	1000	542
d.	Disc Packs	140	200	60
e.	Word Processing Magnetic Tapes	5	5	---
f.	Word Processing Magnetic Cards	---	---	---
g.	Magnetic Diskettes 5¼"	934	1029	95
h.	Magnetic Diskettes 8"	1091	1240	149
i.	Paper Tapes	---	---	---
j.	Other *(Describe)*	40	32	8
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	152	164	12
b.	Microfilm—35mm Reels	80	82	2
c.	Microfilm Cassettes	---	---	--
d.	Movie Film	122	88	34
e.	Other *(Describe)*	1256	1416	160

Comments:

Signature of Component RMO: STAT

Date: 3 March 1989

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 89

TO: OIS/IRMD

FROM: *(Directorate and Office)* DA/OMS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2,205	2,366	+ 161
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,320	1,765.5	+ 445.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc. = 12 XRAYs = 216	185	228	+ 43
d.	Other *(Describe)* Viewgraphs		1	+ 1
	TOTAL LINEAR FEET OF OFFICE FILES	3,710	4,360.5	+ 650.5
II.	CARD-SIZE FILES:			
a.	3x5 Cards	130	92.75	- 37.25
b.	5x8 Cards	32	50	+ 18
c.	Punch Cards	40	68	+ 28
d.	Abstracts			
e.	[redacted] Slides		28.5	+ 28.5
f.	Microfiche	32	51.5	+ 19.5
g.	Other *(Describe)* Blue Plate Cards 3¾" x 3½"		140	+ 140
	TOTAL LINEAR FEET—CARD-SIZE FILES	234	430.75	+ 196.75

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	420	348	- 72
c.	Video Tapes	780	637	- 143
d.	Disc Packs		24	+ 24
e.	[redacted] PC Disk Pacs		26	+ 26
f.	[redacted] Mag. Diskettes 3½"		386	+ 386
g.	Magnetic Diskettes 5¼"	31	1,000	+ 969
h.	Magnetic Diskettes 8"	36	759	+ 723
i.	Paper Tapes			
j.	Other *(Describe)*	45		
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	7	7	
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	42	31	- 11
e.	Other *(Describe)*			

Comments:

STAT S [redacted]

Date: 11 April 1989

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1989

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OP

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	5740.4	7228.4	+ 1488.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	512.5	568.5	+ 56.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	3.0	3.0	3.0
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	6255.9	7799.9	+ 544.0
II.	CARD-SIZE FILES:			
* a.	3x5 Cards	174.3	178.5	+ 4.2
* b.	5x8 Cards	244.2	244.2	0
c.	Punch Cards	6.0	6.0	0
d.	Abstracts			
e.	~~Aperture Cards~~ 4x6 cards	70.0	72.5	+ 2.5
f.	Microfiche	14.5	22.5	
g.	Other *(Describe)* T&A Cards	629.6	768.0	+ 137.6
	TOTAL LINEAR FEET—CARD-SIZE FILES	1138.6	1291.7	+ 153.1 Eit

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	21	21	0
b.	Audio Tapes	0	0	0
c.	Video Tapes	106	116	+ 10
d.	Disc Packs	25	0	0
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"	288	288	0
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
** a.	Microfilm—16mm Reels	1410	1638	+ 228
b.	Microfilm—35mm Reels	33	33	0
c.	Microfilm Cassettes			
d.	Movie Film	0	0	0
e.	Other *(Describe)*			

Comments:

* & ** - These starred items will have a big decrease by the next records inventory. The 3x5 & 5x8 cards are basically used by OP/Transactions Branch, they will be Microfilmed in the near future. Visits are being scheduled to help OP do a overall retirement before the OP components move to the new Hqs. Bldg.

STAT

Signature of Component RMO:

Date: 3/17/89

FORM 9-85

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1988

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	22,533.6	24220.1	+1686.5
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	2,124.9	3735.7	+1610.8
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	104.1	208.6	+ 104.5
d.	Other *(Describe)*	83.6	147.6	+ 64.0
	TOTAL LINEAR FEET OF OFFICE FILES	24,846.2	28312.0	+3465.8
II.	CARD-SIZE FILES:			
a.	3x5 Cards	214.7	207.9	- 6.8
b.	5x8 Cards	58	32.6	- 25.4
c.	Punch Cards	4	3.5	- .5
d.	Abstracts	.2	1	+ .8
e.	Aperture Cards			
f.	Microfiche	40.2	46.2	+ 6
g.	Other *(Describe)*	2	4	+ 2
	TOTAL LINEAR FEET—CARD-SIZE FILES	319.1	295.2	- 23.9

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	219	1910	+1691
b.	Audio Tapes	4,014	6795	+2781
c.	Video Tapes	417	2500	+2083
d.	Disc Packs	199	512.5	+ 313.5
e.	Word Processing Magnetic Tapes	2	152	+ 150
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	1,739	8437.8	+6698.8
h.	Magnetic Diskettes 8"	1,348	2259.1	+ 911.1
i.	Paper Tapes			
j.	Other *(Describe)* (*)	172	520.9	+ 348.9
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	17	28	+ 11
b.	Microfilm—35mm Reels		8	+ 8
c.	Microfilm Cassettes			
d.	Movie Film	11	41	+ 30
e.	Other *(Describe)* **	880	464.8	- 415.2

Comments:

*Contains: PC Disk Cartridge
Hard Disk for PC
Magnetic Diskettes 3 1/2"
Magnetic Diskettes 9"
5 1/4" OC Disc Cartridges

**Contains: Slides & Vu-graphs

25X1 Si

Date: 3/22/89

FOR 9-85

25X1

White copy - OIS/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

CONFIDENTIAL

Declassified in Part - Sanitized Copy Approved for Release 2013/12/17 : CIA-RDP92G00017R001100240001-9